

~~SECRET~~CIA EMERGENCY PLANNING COMMITTEE

5 May 1950

(1st DRAFT)

PLAN FOR THE SECURE STORAGE OF VITAL DOCUMENTS

- REFERENCES:
- (a) Report of the Committee on Storage of Vital Documents (with 3 enclosures) dated 23 September 1948
 - (b) Memorandum from the Acting DCI to AD/OCD dated 4 October 1948, subject: storage of Vital Documents
 - (c) Memorandum from the Executive to all Assistant Directors and Staff Chiefs dated 25 October 1949, subject: CIA Emergency Plans, ER-0-7073

THE PROBLEM

1. The problem is to prepare a plan for the storage in one or more selected, secure places of those documents, to be selected, which would be vital to the continued operation of the Agency in the event that all records now maintained in the Washington area were destroyed.

2. This statement of the problem covers all those items directed by the Executive in Reference (c) to be included in the plans bearing on the above subject, to be developed by the CIA Emergency Planning Committee. These items follow:

- a. Designation of vital records for storage;
- b. Site or sites for storage;
- c. Security measures for storage space;
- d. Movement of documents to storage location(s);
- e. Personnel and equipment requirements;
- f. Estimated cost to provide and maintain the storage location(s).

DISCUSSION

3. See Annex D.

CONCLUSIONS:

4. It is concluded that:
- a. Annex A gives a complete list of those documents which would

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be vital to the continued operation of the Agency in the event that all records now maintained in the Washington area were destroyed;

b. [REDACTED]

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[REDACTED], affords an excellent site for a repository for vital documents to be maintained as an expedient for the immediate future;

c. A permanent repository should be included as part of the greater problem of providing permanent housing at a secure site or sites for the elements of CIA now located in Washington;

d. Only one repository should be established for the present;

e. The security measures outlined in Paragraph 12, Annex D, (Discussion) are adequate for the protection of the repository;

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[REDACTED]
as itemized in Annex B;

f. Movement of documents to the repository can be accomplished satisfactorily as described in Paragraph 15, Annex D (Discussion).

g. The Assistant Director for Collection and Dissemination should be charged with the implementation of this plan, employing as his assistant the Officer in Charge of the Repository for Vital Documents (OC/RVD);

h. A detailed operating procedure for the repository should be drawn up by the OC/RVD under the supervision of the AD/OC/D;

i. No additional personnel are required to operate the repository, since the function can be performed by CIA personnel in conjunction with their normal duties;

j. The equipment itemized in Annex C is required for the establishment of the repository;

k. It will cost a total of approximately _____ to establish the repository, see Annexes B and C, Construction Costs,

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and Equipment and Maintenance Costs, respectively;

1. The cost of maintaining the repository cannot be accurately estimated until a detailed operating procedure has been worked out; there would, however, be no expense chargeable directly to the maintenance of the repository except that which would be incurred in duplicating documents for storage; this expense should not exceed _____ annually, see Annex C;

m. The preparation of an emergency plan must be continued.

RECOMMENDATIONS

5. It is recommended that:

a. The memorandum attached herewith as Annex E be dispatched in the name of the Director to the Assistant Director for Collection and Dissemination;

b. The memorandum attached herewith as Annex F be dispatched in the name of the Director to the Chief, Administrative Staff;

c. The preparation of an emergency operating plan be continued.

ANNEXES:

- ✓ A - List of Vital Documents;
- ✓ B - Construction Costs;
- ✓ C - Equipment and Maintenance Costs;
- D - Discussion;
- E - Draft memorandum to AD/OCD;
- F - Draft memorandum to Chief, Adm. Staff

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1. Under date of 23 September 1948, the former CIA Committee on Storage of Vital Documents submitted its report - Reference (a). The Committee's terms of reference included substantially the same items as those listed in Paragraph 2 of the statement of the problem. The report was approved for planning purposes by the Acting Director on 4 October 1948 in Reference (b), which included a directive that appropriate detailed plans be drawn up by an "Officer in Charge of the Repository for Vital Documents" (OC/RVD), to be appointed by the Assistant Director for Collection and Dissemination from his office and to function under his supervision.

Designation of Vital Records for Storage

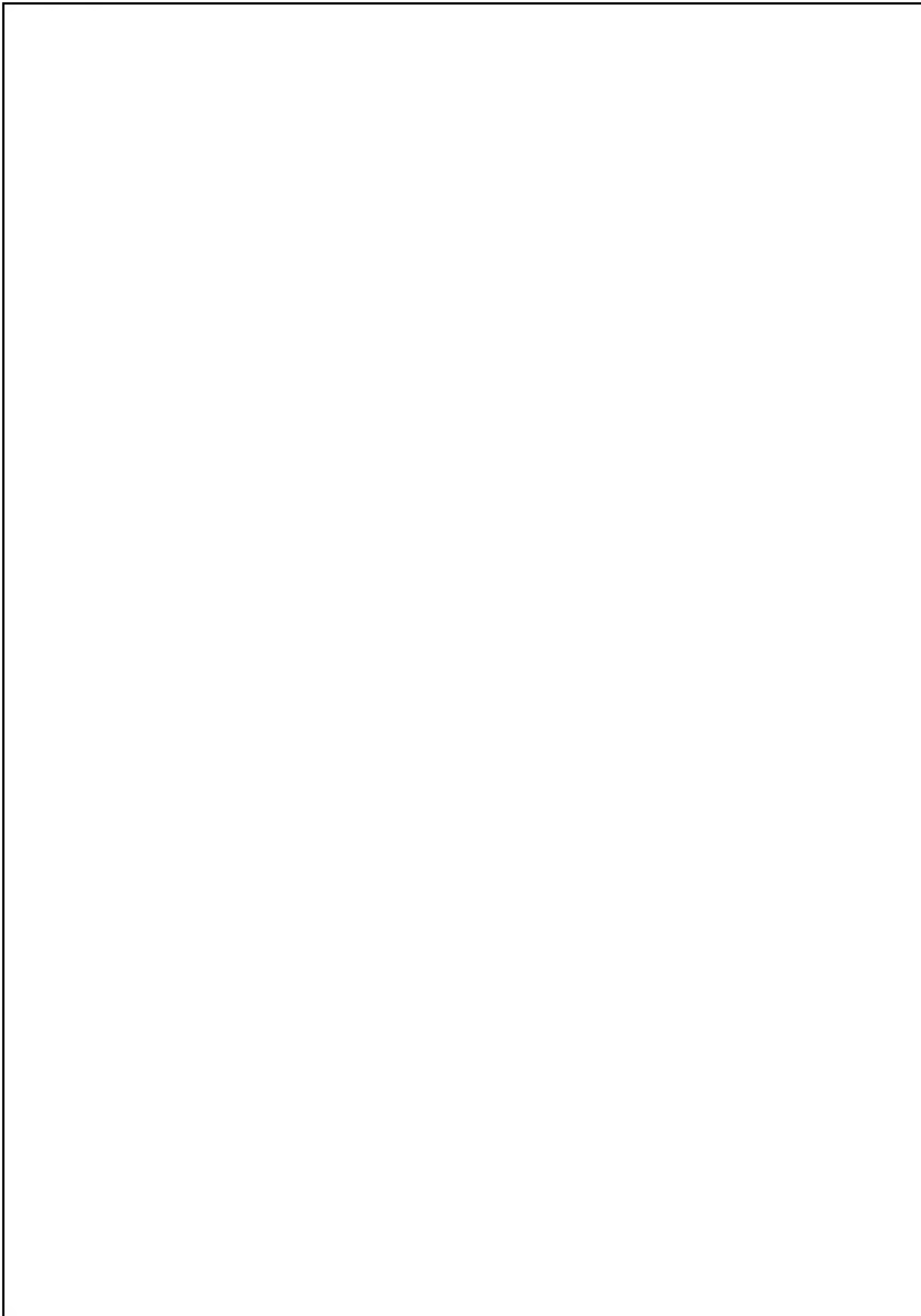
2. In Tab B to Reference (a), the Committee on Storage of Vital Documents gave its selection of those documents which would be vital to the continued operation of the Agency in the event that all records now maintained in the Washington area were destroyed. Study of this list of selected documents by the present Committee indicates that it is basically sound, although it requires certain amendments and additions which have been incorporated in the list attached herewith as Annex A. The criterion for additions to the list has been that only those documents should be included which are actually vital to the continued operation of the Agency under the circumstances envisaged. Even under this strict rule, however, additional documents will have to be added to

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the list from time to time in the future, hence it cannot be said to
be final

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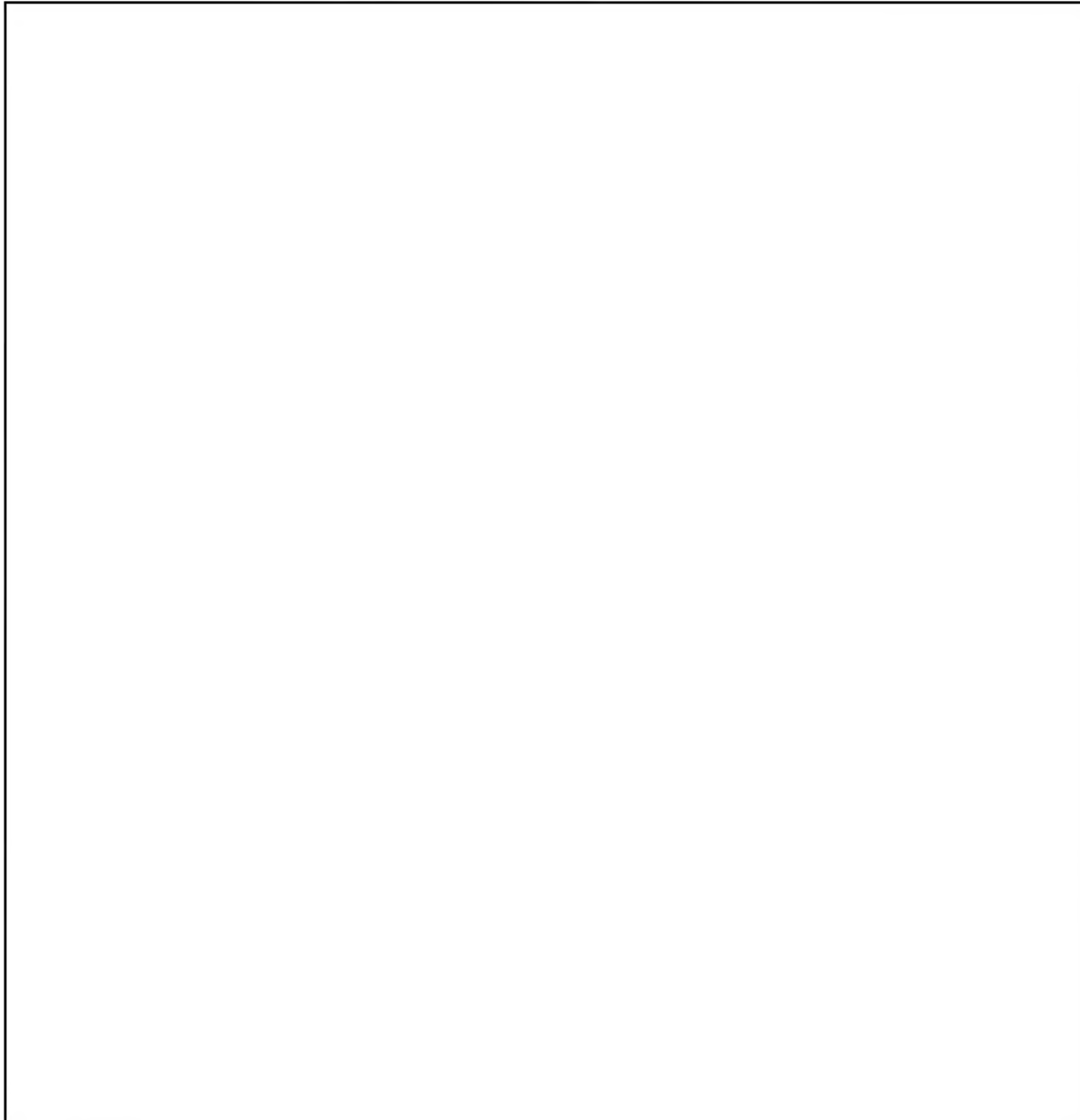


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Operation of the Repository

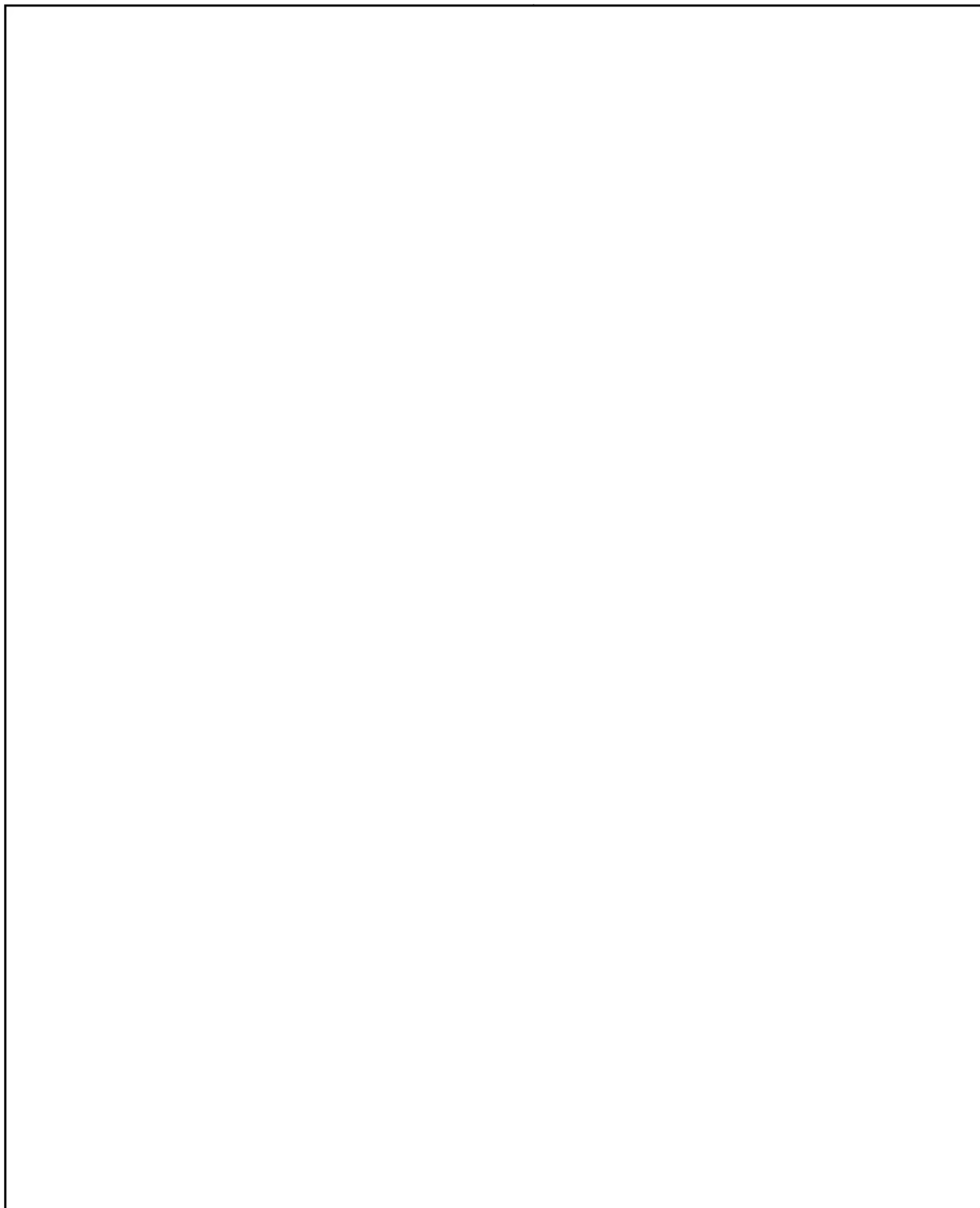
13. The OC/RVD is the logical official to be given the task of setting up a detailed operating procedure to cover the assembling, duplicating, indexing, and dispatch of the documents and their filing and storage at the repository. Much thought has already been devoted to this subject in the Office of Collection and Dissemination, of which the present OC/RVD is a member, and the establishment and maintenance of the repository is in line with the normal functions of that office.

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14. In duplicating documents for storage, it seems essential that microfilm procedures be used to the maximum extent necessary in order to conserve space in the repository. The OC/RVD should be instructed to this effect.

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ANNEX E

TO

PLAN FOR THE SECURE STORAGE OF VITAL DOCUMENTS

MEMORANDUM FOR: Assistant Director for Collection and Dissemination

SUBJECT: Establishment of a Repository for Vital Documents

REFERENCE: Memorandum from the Executive to all Assistant
Directors and Staff Chiefs, dated 25 October 1949,
Subject: CIA Emergency Plans, ER-0-7073

1. The "Plan for the Secure Storage of Vital Documents" prepared by the CIA Emergency Planning Committee, which was established by the reference memorandum has been approved. A copy of the plan is transmitted herewith.

2. You are hereby directed to implement the plan.

3. As your principal assistant in establishing and maintaining the repository, you will maintain a senior official of your Office in the position of "Officer in Charge of the Repository for Vital Documents."

4. When the detailed operating procedure contemplated by the plan has been completed, you will submit it to the Executive for approval. The procedure should be ready for use by the time the repository has been prepared for occupancy.

5. You are authorized to call on the Chief, Administrative Staff, for the support necessary to the establishment and maintenance of the repository in accordance with the plan.

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ANNEX F

TO

PLAN FOR THE SECURE STORAGE OF VITAL DOCUMENTS

MEMORANDUM FOR: Chief, Administrative Staff

SUBJECT: Establishment of a Repository for Vital Documents

REFERENCE: Memorandum from the Executive to all Assistant Directors and Staff Chiefs, dated 25 October 1949, Subject: CIA Emergency Plans, ER-O-7073.

1. The "Plan for the Secure Storage of Vital Documents" prepared by the CIA Emergency Planning Committee, which was established by the reference memorandum, has been approved. A copy of the plan is transmitted herewith.

2. The Assistant Director for Collection and Dissemination has been directed to implement the plan. He is authorized to call upon you for the support necessary to the establishment and maintenance of the repository in accordance with the plan.

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